



# Guinea

B.P. 1927

Conakry, Guinea  
West Africa

## United States Peace Corps in Guinea

Personal Services Contractor (PSC) Vacancy Announcement

**VACANCY PSC-05-2015**

OPEN TO: All Interested Candidates  
POSITION: **Medical Secretary**  
OPENING DATE: March 30, 2015  
CLOSING DATE: April 12, 2015  
WORK HOURS: Full-time: 40 hours/week

The US Peace Corps is seeking an individual for the **Medical Secretary**.

### **Position Function**

This position performs administrative duties in support of the health unit. The Medical Secretary (MS) reports to the Country Director (CD) for administrative issues and works under the guidance of the Peace Corps Medical Officer (PCMO).

He/she is responsible for providing administrative support, including but not limited to; working as the health unit receptionist, screening all phone calls, taking messages, maintaining records of all international phone calls, coordinating requests, medical appointments, and other clerical and administrative functions in support of the PCMO(s).

The incumbent will be responsible of an array of duties including but not limited to administrative tasks and Clerical support to for the Health Unit.

**The complete job description can be obtained by writing to [pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov).**

### **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item in their application or in a cover letter.

(All applicants must meet all the requirements listed below in order to be considered for subject position):

#### ➤ **A. EDUCATION:**

- Possession of a certificate from a Secretarial School is required.
- 4 year University degree in English studies is desired.
- Possession of a technical certificate in Administrative/Office Management, or general business management is required.

#### ➤ **B. PRIOR WORK EXPERIENCE:**

- Two years related experience with clerical and/or secretarial knowledge of administrative medical duties is required.
- Minimum of 2 years of experience in translation of correspondence from English to French and from French to English and the presentation of work in written and oral form.

- Minimum of 2 years as a secretary or receptionist, preferably in a medical facility is required.
- Experience in taking inventory is preferred.

➤ **C. SKILLS, KNOWLEDGE AND ABILITIES:**

- Advanced computer skills with Microsoft Office programs (Word, Excel, Power Point, Outlook);
- Must have experienced based knowledge of: office administrative procedures, modern office technologies, staff working relationships in a professional setting, professional communication standards and protocols.
- Must be able to work under pressure and respond to a wide variety of inquiries.
- Knowledge of medical terminology is desirable.
- Must be able to type 30 words per minute and to assist the PCMO with scheduling, travel to Volunteer sites.

➤ **D. LANGUAGE:**

- Level IV English (fluency both oral and written is strongly required).
- Excellent speaking, writing skills in French is required.

**HOW TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. A completed application for U.S. Federal Employment (OF-612). The form must be completed in English. A copy of this form may be obtained by writing to [pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov)
2. A resume or C.V.
3. Three professional references.
4. A cover letter
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Attention: **Director of Management and Operations**

[pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov)

Applications will only be accepted by e-mail to [pcguineejobs@gn.peacecorps.gov](mailto:pcguineejobs@gn.peacecorps.gov). Applications must be received no later than April 12, 2015 at 00:00 hrs.

*The United States Peace Corps is an Equal Opportunity Employer*